

Van Buren County Brownfield Redevelopment Authority
Regular Meeting Agenda
Wednesday, December 14, 2022, 3:30 p.m.

In-Person Meeting at Board of Commissioners Room
219 E Paw Paw Street, Paw Paw, MI 49079

Public Remote Online Component Using Zoom—Hosted by Secretary-Treasurer

- 1. Call to Order, and Quorum Determination:** Chair Gail Patterson-Gladney, Vice Chair Lisa Phillips, Cynthia Compton, Kate Hosier, Katie Strohauer, Zach Morris, Dr. Patrick Creagan, John Young, Lisa Imus.
- 2. Approval of Agenda**—By unanimous consent or motion.
- 3. Approval of Minutes**—November 9, 2022, by motion.
- 4. Public Comments**
- 5. Secretary-Treasurer's Report, Recommendations & Invoices Approval**
 - a. Enhanced comments on written report.
 - b. Consider any submitted invoices—by motion. *None known at time agenda prepared.*
- 6. Other Correspondence Received**
- 7. New Business**
 - a. Report of EPA Grant Submission progress.
 - b. Any other new business.
- 8. Ongoing Business/Reports**
 - a. Updates, if any, on approved Brownfield Plans:
 - b. Updates, if any, on active and suspended projects:
 - c. Land Bank Authority Report (Morris and/or Imus).
 - d. Economic Development Corp Report and other economic development info (Morris).
 - e. Any other ongoing business/reports.
- 9. General Member Comments and Discussion**
- 10. Adjournment**—by motion or unanimous consent.

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes November 9, 2022

**Physical Location Component at Board of Commissioners Room,
2nd Floor, Van Buren County Administration Building,
219 E Paw Paw Street, Paw Paw MI 49079**

Remote Component Host: Wayne Nelson, Secretary-Treasurer at the meeting site

Note for the Record—This meeting was held at the stated physical location, with an additional online remote component using Zoom remote meeting software. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county's website to allow public participation. Each Board Member who attended remotely when a reasonable accommodation to attend remotely under the Americans with Disabilities Act was granted to any Board Member, announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state), and is accorded quorum and voting status for the meeting. Any other Member attending remotely is not accorded quorum and voting status and is not required to declare a physical location.

1. Call to Order and Determination of Quorum and Attendees

At 3:32 PM, by Chair Gail Patterson-Gladney with attendees/absentees/remote locations/quorum status as stated above and as follows:

Board Member Attendance Report--Brownfield Redevelopment Authority Board										
Name	Position	Attendance/Quorum Status	Declared Remote Location			Present Anytime	Present @ Start	+ Late Arrivals	- Early Departs	Present @ End
			Municipality	County	State					
Gail Patterson-Gladney	Chair	Attended physically				Yes	Yes			Yes
Lisa Phillips	Vice Chair	Did not attend meeting				No	No			No
Cynthia Compton	Member	Attended physically				Yes	Yes			Yes
Kate Hosier	Member	Attended physically				Yes	Yes			Yes
Katie Strohauer	Member	Attended physically				Yes	No	3:34 PM		Yes
Zach Morris	Member	Did not attend meeting				No	No			No
Dr. Patrick Creagan	Member	Attended physically				Yes	Yes			Yes
John Young	Member	Attended physically				Yes	Yes			Yes
Lisa Imus	Member	Attended physically				Yes	Yes			Yes
				Count:		7	6	1	0	7
				Members Present:			6 of 9	7 of 9	7 of 9	7 of 9
				Quorum (Yes/No):			Yes	Yes	Yes	Yes

- a. **Board Members Present (7); Board Members Absent (2); Board Vacancies: (0).** A quorum (6 of 9) is initially present, and a quorum remained throughout the meeting.
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultants David Stegink from Envirollogic Technologies Inc.(attending remotely).

2. Approval of Agenda--The prepared agenda was presented and approved by unanimous consent.

3. Approval of Minutes of Regular Meeting held October 12, 2022--The draft minutes of the meeting were included in the agenda packet. Motion by Hosier, supported by Imus, to approve the minutes as drafted. Approved by a vote of 6-0.

4. Public Comment—None

5. Secretary-Treasurer's Report—

- a. Nelson presented a written report with oral enhancements.
- b. Invoices—There were no invoices for approval.

6. Other Correspondence—None

Board Member Arrival—Katie Strohauer arrived at 3:34 PM. A quorum, now 7 of 9, remains.

7. New Business—

- a. **Report of EPA Grant Application Process**—David Stegink stated that ETI is close to completing the grant application and that it will be available for a timely review prior to the submission deadline in late November. The application will be for the maximum \$500,000 amount.
- b. **Approval of EPA Grant Application**—Motion by Hosier, supported by Compton, to authorize submission of a \$500,000 EPA Assessment Grant Application to the US Government under RFA No. EPA-OLEM-OBLR-22-05, upon review and approval of the finalized application by the VBCBRA Officers. Approved by a vote of 7-0.
- c. **Other New Business**—Nelson mentioned that the next National Brownfields Conference will be held August 8-11, 2023, at the Huntington Place Convention Center in downtown Detroit.

8. Ongoing Business—EPA Grant/Brownfield Plan Project Updates—No reports.

9. Other Business/Reports

- a. **Land Bank Authority Report**—Lisa Imus reported the following:
 - i. The VBCLBA was the first local LBA to apply to the SLBA for \$200,000 grants for environmental remediation and site preparation costs, and also the first to be approved for funding. The first funds will be used to replace the roof at 5 W Main in Hartford. Local units in VBC are invited to submit proposals for the remaining funding.
 - ii. A pre-development agreement has been completed with a serious potential developer for 1 – 5 W Main St in Hartford.
- b. **Economic Development Corporation and Other Economic Development Report**—No report.

10. General Member Comments—Brief comments unrelated to BRA business.

11. Adjournment—Motion by Hosier, supported by Young, to adjourn. Approved by a vote of 7-0. All business being completed, the meeting was adjourned by the Chair at 3:49 PM.



Wayne Nelson, Secretary-Treasurer
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
SLBA	Agency	Michigan State Land Bank Authority
VBCLBA or LBA	Agency	Van Buren County Land Bank Authority
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
BP	Brownfield Term	Brownfield Plan
LBRF	Brownfield Term	Local Brownfield Revolving Fund
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing

Report from the Secretary-Treasurer For the Meeting of December 14, 2022

1) Accounting—The cash activity and fund balances for the prior month is as follows:

	General	LBRF	Total
Cash Balance, October 31, 2022	\$ 124,607.13	\$ 153,136.37	\$ 277,743.50
+ Receipts for November 2022			-
2021 Captured Taxes Received	\$ -	\$ -	\$ -
Application Fees	-	-	-
Loan Principal	-	-	-
Loan Interest	-	-	-
Total Receipts	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
- Disbursements for November 2022			
EPA Grant Services-ETI	\$ -	-	-
EPA Grant Costs-Personnel	-	-	-
Non-EPA Grant Costs-Personnel	-	-	-
Captured Taxes Disbursed	-	-	-
Total Disbursements	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
= Cash Balance, November 30, 2022	\$ 124,607.13	\$ 153,136.37	\$ 277,743.50
LBRF Loans Receivable	-	52,499.90	52,499.90
EGLT Loans Payable	(113,847.26)	-	(113,847.26)
Current Invoices Payable	-	-	-
Current Captured Taxes Payable	(1,558.00)	-	(1,558.00)
Escrowed Captured Taxes Payable	(8,347.61)	-	(8,347.61)
GAAP Adj for Long-Term Debt	113,847.26	-	113,847.26
= Fund Balance, November 30, 2022	<u>\$ 114,701.52</u>	<u>\$ 205,636.27</u>	<u>\$ 320,337.79</u>

2) Correspondence—None.

3) Invoices for Approval—There are no invoices for approval at this meeting.

4) EPA Grant Submission Progress—We submitted application for a \$500,000 Brownfield Assessment Grant on November 22. Because of difficulty in setting up a new and required Entity ID, we asked for and received permission to file this manually to get the application on record with the EPA, pending the resolution of the Entity ID issue. That issue remains unresolved due to a known software issue at the site FSD.gov and the difficulty in communication with a human.

Respectfully,


Wayne Nelson, Secretary-Treasurer